

**CROFTON COMMUNITY ASSOCIATION**  
**Registered Charity No. 301794**

**MINUTES OF THE ANNUAL GENERAL MEETING**  
**HELD ON Monday 30<sup>th</sup> April 2018**

**Committee Members present:**

Mrs P Lawton	President
Mr J Guest	Chairman
Mr M Lewis	Vice Chairman
Mrs J Holden	Minutes Secretary
Mr M Williams	CADS
Mrs S Coleman	Friday Yoga
Ms A Hayes	Nursery
Mrs J Wingate	Area of Benefit
Mrs V Melville	Area of Benefit
Cllr A Mandry	FBC Representative
Ms N Rayner	Centre Manager

*List of attendees available in Centre Manager's office*

Ref	Notes	Action
<b>1.0 Chairman's welcome</b>		
30042018-01	<p>The Chairman welcomed everyone to the meeting, which started at 7.00 p.m. in the Crofton Hall with tea and coffee being served from 6.30 p.m. There were 23 members present and 20 are eligible to vote.</p> <p>The Chairman gave a reminder of the voting rights - full members of 18 years and over who live in the area of benefit, which is Stubbington and Hill Head; a nominated representative of a group, notified in advance in writing; and a representative of Fareham Borough Council.</p>	
<b>2.0 Apologies for absence</b>		
30042018-02	Mr Alan Lewis, Mr Barry Lee, Mrs Rosalind Lee, Mrs Penny Bissell, Mrs Sally Appleton and Mrs Vivienne Pugh.	
<b>3.0 Accuracy of the AGM minutes of 2017</b>		
30042018-03	None.	
30042018-04	Mr Mike Williams proposed that the minutes be accepted, seconded by Mrs Vicky Melville and unanimously agreed.	
<b>4.0 Matters arising from the AGM minutes of 2017</b>		
30042018-05	None.	
<b>5.0 Chairman's report</b>		
30042018-06	The Chairman provided a written report. He said maintaining and enhancing the services provided in the Centre has been fully delivered by our Centre Manager and her team of staff. Our vision remains to build on the past and enhance for the future.	
30042018-07	Sports Hall – Fareham Borough Council will be undertaking substantial works to the Sports Hall, the building would deteriorate if the works were not carried	

	<p>out. FBC are not sure when the works will be carried out, possibly September/October. They are predicting minimal disruption for hirers.</p>	
30042018-08	<p>New front entrance – revised estimated figures have been received from the architects, which show that the budget has almost doubled. There is to be a meeting to discuss viability of the works. Mr Tom Wingate asked who would be approving the front entrance works and would there be a general meeting. Mrs Vicky Melville suggested we upgrade the doors and lights and put the rest of money into the new room. Mrs Judith Wingate commented that the work will not make any money as it is just an upgrade and could open up problems with compliance.</p> <p>There is the possibility of acquiring rooms at the back of the centre which are currently used as shower rooms. The CCA will look seriously at converting these to a room; this could be very valuable to the CCA as ground floor accommodation is always in demand. This is to be discussed with FBC at a meeting in three weeks time.</p>	
30042018-09	<p>The Chairman thanked Nicky and her team; he also thanked the committee members.</p>	
<b>6.0 Centre Manager's report</b>		
30042018-10	<p>The Centre Manager provided a written report.</p> <p>A new General Data Protection Regulation (GDPR) policy has been written.</p> <p>Mrs Judith Wingate asked about the drop in memberships. There are more full paying groups, less people wish to be involved in community activities. The Sports Hall members have been hit the hardest so it will be good to have works upgrade.</p> <p>The CCA staff do an excellent job and are very flexible.</p>	
<b>7.0 Financial Report – Independently Examined accounts for year end 28<sup>th</sup> February 2018</b>		
30042018-11	<p>The Chairman went through the Annual Report and Statement of Accounts. There is a surplus of income over expenditure of £21,223.00. The Chairman thanked Hammond Memorial Hall Trust for the grant of £1638.00 towards cost of 60 new aluminium chairs for the Crofton Hall.</p> <p>£99,000 reserves set aside to cover staff contractual obligations; fluctuations of income and expenditure; fulfil any contractual obligations; unforeseen building works required due to damage.</p> <p>Pension increases have gone from 1% in 2017 to 2% in 2018 and are to increase by 3% in 2019.</p> <p>The CCA do not have a treasurer, J Humphrey Associates in the village produce monthly management accounts.</p>	

	<p>Mrs Judith Wingate asked that if last year the Independent Examination cost £1182.00, what is the £450.00 cost shown on page 17 section 11 “The examining of accounts of any associate of the charity”? The Centre Manager will look into this and report back to the committee.</p> <p>Acceptance of the accounts was proposed by Mrs Christine Guest, seconded by Mr Mike Birmingham and unanimously agreed.</p>	Centre Manager
<b>8.0 2017/2018 Achievements</b>		
30042018-12	<p>The Chairman said the achievements were:</p> <ul style="list-style-type: none"> <li>(a) Providing a quality offering of a consistently high level.</li> <li>(b) Staff changes are well managed.</li> <li>(c) Resolution of issues over Sports Hall repairs.</li> <li>(d) Continue to run as a profit, maintain financial growth and retail place in the market.</li> </ul>	
<b>9.0 2017/2018 Officers and Council will now stand down</b>		
30042018-13	Mrs Lawton, the CCA President requested the officers and Full Council to stand down.	
<b>10.0 2018/2019 Election of Full Council</b>		
30042018-14	Mrs Lawton, the CCA President, read out the names of the nominated persons to serve on the Full Council and proposed that they are accepted en bloc to serve on the Committee, this was unanimously agreed. The Management Committee members would be agreed at the Full Council meeting to follow the AGM. The Fareham Borough Council representative is to be notified by the Council.	
<b>11.0 Appointment of Auditors or an Independent Examiner for future year end accounts</b>		
30042018-15	<p>An Independent Examination was carried out last year. A decision will be made by the Trustees towards the end of the financial year on either a Full Audit or Independent Examination. The difference in cost is approximately £800.00.</p> <p>It was therefore proposed by Mr Mike Williams, seconded by Mr Ted White and unanimously agreed that we would appoint Murray McIntosh O’Brien to produce the CCA accounts for the year end 28<sup>th</sup> February 2019 to carry out a full audit or independent examination as instructed by the Management Committee.</p>	
<b>12.0 Vision for the next year</b>		
30042018-16	To achieve a new ground floor room and take the proposals for the new entrance to a conclusion, whatever is decided.	
<b>13.0 Any other business</b>		
30042018-17	The Centre Manager thanked Mr Chris Perkins, CCA ex-Chairman, for all the work and help he has given on the proposed front entrance.	
<b>14.0 Date of next year’s AGM</b>		
30042018-18	The meeting was set for Monday 29 <sup>th</sup> April 2019.	

15.0 The Chairman to close the meeting		
30042018-19	The Chairman thanked everyone for attending.  There being no further business the meeting closed at 7.55 p.m.	